

Sample Letter Notifying Parents of Priority School Status

Dear Parent or Guardian:

This letter is to notify you that your child's school, (NAME), has been named a Title I Priority School in Wisconsin. A school is named a Priority School if its level of student achievement on statewide standardized tests in reading and math is in the lowest performing five percent of Title I schools in Wisconsin for the past three years. Being named a Priority School allows our school to receive more resources and support to improve student achievement. The Wisconsin Department of Public Instruction (DPI) identifies Title I Priority Schools once every four years, giving school staff time to begin new practices that improve student achievement.

Your support is critical to our school's mission to prepare your child to advance, graduate from high school, and be ready for college and career. One of our goals this year, as a Title I Priority School, is to look at how our school engages families and the community in student learning.

We will be looking at how parent groups, surveys, meetings, and communication can promote student learning. We will also be looking at ways that our school and the community can help families meet their health, education, and other needs.

Here are some things that you, as a parent, can do this year to help your child learn and to help our school improve:

- **Know how your child is doing** in school. You can keep track of your child's attendance, test scores, and grades at (insert URL for district parent website).
- **Know how our school is performing.** You can view our school's report card at (insert URL for school report card).
- **Become a voice for families.** Our school offers a number of ways for parents to represent families on school committees or planning groups. Insert link to groups and/or meeting notices here, if available.
- **Keep in touch** with your child's teachers. Attend parent-teacher conferences and school events. Call or send teachers an e-mail if you have questions or a concern about your child's learning. Let teachers know how your child learns best.
- **Tell us what you need** to help your child learn. Our school and community have many resources available to help families. (Insert contact information for school counselor or social worker and/or emphasize school initiatives to help families.)

Our staff is working hard to improve student achievement. Here are some ways we are planning to help all students succeed this year: (Include appropriate items from this list of federally-approved improvement strategies for Title I Priority Schools)

- School staff will work together to meet the learning and behavioral needs of students, known as Response to Intervention.
- We will extend learning time for students. Our school is required to add at least 300 hours annually of instruction for all students. This means we may be offering before or after-school learning or a longer school day or school year.
- School staff will be highly skilled through ongoing professional development.

- Our school will have a positive and safe learning environment for students. This means that we will provide time for pupil services staff (school nurses, psychologists, social workers, and guidance counselors) to help all students.
- School staff will help all students succeed academically, a plan known as Positive Behavioral Interventions and Supports (PBIS).
- Our school is working with an educational expert, called a Turnaround Partner, to identify our school's strengths and weaknesses. The Turnaround Partner will help our staff develop a plan to make changes that improve student achievement. The Turnaround Partner has been approved by DPI and is an experienced educator with a proven ability to help schools improve.

Please let me know if you have any questions about our school's efforts to improve or how parents can support those efforts. You can learn more about how to become involved in our school at (insert URL for school website or contact information for appropriate person).

You can learn more about Title I Priority Schools by visiting the DPI website at: <http://priority-schools.dpi.wi.gov>.

Thank you for all you do to support your child's learning and (NAME) School.

Sincerely,

(Name of Principal)

(Contact Information for Principal)